



# FCCU UNDERGRADUATE DEGREE DETAILS

# ABOUT

empowerX is an unofficial collection of services meant to make degree planning easier for undergraduate students of FCCU. All source files can be found here: <https://github.com/rafaefarrukh/EmpowerX>

## Other Services:

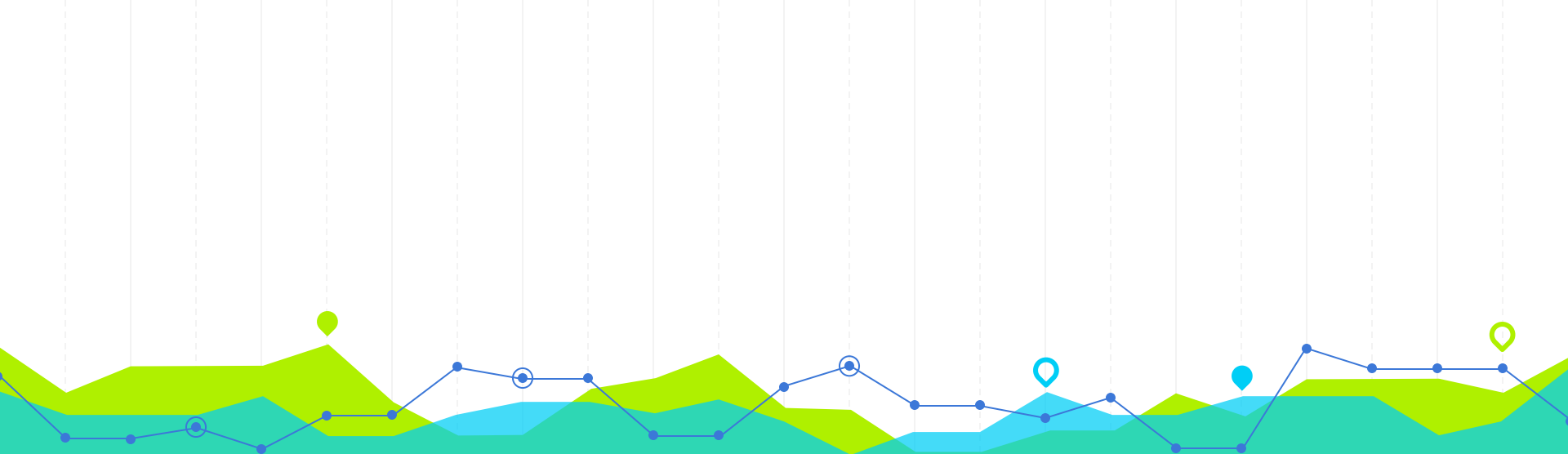
Course Catalog: Search courses and programs offered by FCCU.  
<https://empowerx.shinyapps.io/CourseCatalog/>

Time Table: Easily view courses offered by FCCU each semester and generate a time table for your semester.  
<https://empowerx.shinyapps.io/TimeTable/>

Checklist: Generate a checklist of courses you need to study to graduate (can act as a degree audit as well).  
<https://empowerx.shinyapps.io/Checklist/>

# DISCLAIMER

**THIS IS NOT AN OFFICIAL SERVICE OFFERED BY FCCU. IT IS DEVELOPED AND MAINTAINED BY A STUDENT. AS SUCH THE INFORMATION HERE MAY NOT BE FULLY UP TO DATE WITH FCCU AND ITS POLICIES.**



# DEGREE TIMELINE

REGULAR TIMELINE AND EXCEPTIONS

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# SEMESTER TYPES

## REGULAR SEMESTERS

**FALL** and **SPRING** are regular semesters. A student must study a minimum of 8 regular semesters.

A fulltime student takes 12-17 credits.

A partime student takes less than 12 credits.

A student may opt for overloading their semester which allows them to take upto 23 credits.

## NON-REGULAR SEMESTERS

**SUMMER** and **WINTER** are optional semesters that students may take to complete their degree on time.

Students can take upto 7 credits.

A student may opt to overload which allows them to take upto 13 credits.

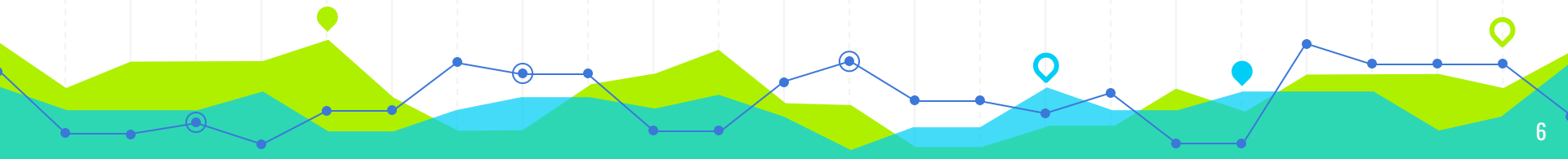
Currently, winter semesters are not being offered.

# TIMELINE

Students must study a minimum of 8 regular semesters. If a student does not meet the graduation requirements by the end of their 8th semester, they will have to take additional semesters to reach the requirement. A student can take a maximum of 12 regular semesters.

Students are recommended to plan out their degree in advance to ensure they reach their graduation requirements in time.

The following slides show an outline of degree timeline depending on when the student was admitted.



## TIMELINE FOR STUDENTS WHO REGISTERED IN FALL

SEMESTER	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7
SPRING		2.0	4.0	6.0	8.0	10.0	12.0
SUMMER		2.5	4.5	6.5	8.5	10.5	12.5
FALL	semester 1.0	3.0	5.0	7.0	9.0	11.0	
WINTR	1.5	3.5	5.5	7.5	9.5	11.5	

## TIMELINE FOR STUDENTS WHO REGISTERED IN SPRING

SEMESTER	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
SPRING	semester 1.0	3.0	5.0	7.0	9.0	11.0
SUMMER	1.5	3.5	5.5	7.5	9.5	11.5
FALL	2.0	4.0	6.0	8.0	10.0	12.0
WINTR	2.5	4.5	6.5	8.5	10.5	12.5





# DEGREE REQUIREMENT

GENERAL EDUCATION, PROGRAM REQUIREMENTS AND  
FREE ELECTIVES

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# Degree Requirements Outline

A student must fulfill the following requirements:

- A minimum of 124 credits,
- A minimum of 2.00 CGPA,
- A minimum of 12 courses of upper division (300/400),

A student must take the following courses:

- 15 courses of General Education,
- Core and Elective courses of their major of choice,
- Core and Elective courses of any additional major, minor or/and specialization,
- Free Electives to meet graduation requirements.

# GENERAL EDUCATION COURSES

## General Education Courses:

- UNIV 100, WRCM 101, WRCM 102, PKST 101, ISLM 101, CSCS 100/COMP 102, URDU 101, MATH 100,
- 2 science lab courses (BIOL/CHEM/PHYS),
- 2 social science courses (BUSN/ECON/EDUC/CRIM/GEOG/PLSC/PSYC/SOCL),
- 2 humanities courses (CHIN/CRST/ENGL/FREN/RMN/HIST/ISLM/KORN/LING/MCOM/PHIL/URDU/),
- 1 course from the following PHIL 221, BIOL, BIOT, CHEM, COMP, CSCS, ENVR, MATH, PHYS or STAT.

Students who perform well on the math section of the entry test will be exempt from MATH 100 and will have to study some other math course. Meanwhile students who perform poorly on the math section will have to study MATH 095. Similarly, students who perform poorly on the english section will have to study IEAP courses. These courses do not have any credits and do not count towards their degree.

A student's major can clear a requirement of general education. For example, students majoring in economics do not need to study additional social science courses.

# CORE, ELECTIVE AND FREE ELECTIVE COURSES

## CORE COURSES

Core courses are compulsory courses that a student needs to study to complete their major, minor or specialization.

## ELECTIVE COURSES

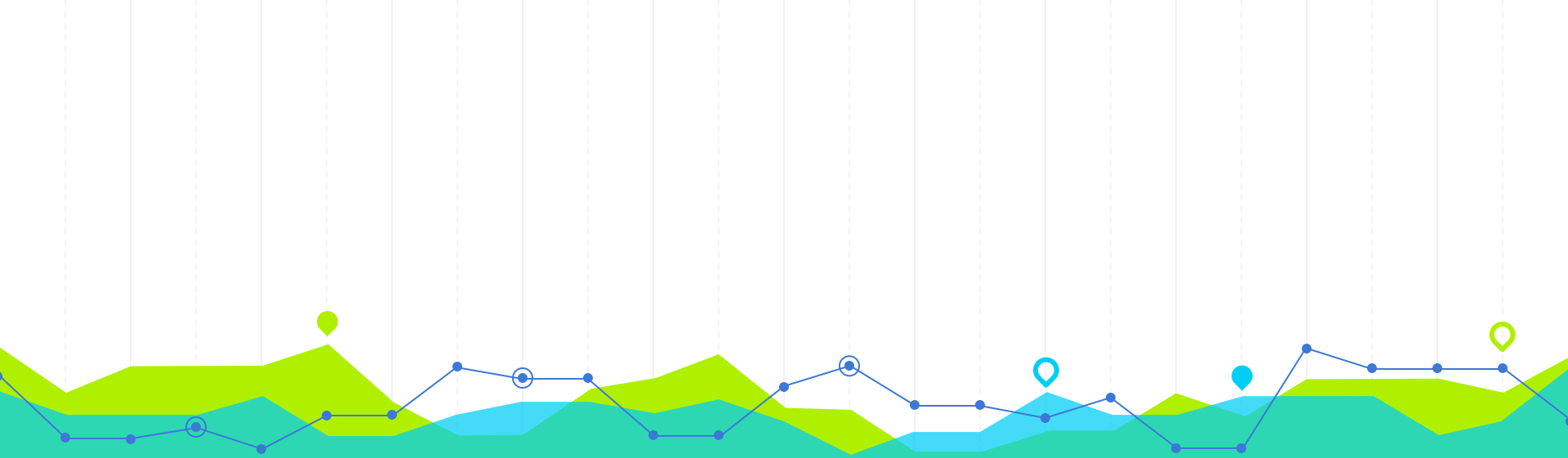
These are optional courses. A student will select a few courses from the available list according to their preferences.

A student must study a number of elective courses to complete their major, minor or specialization.

## FREE ELECTIVE COURSES

These courses do not fill any requirement of general education, major, minor or specialization.

These courses are typically taken to reach the graduation requirement of 124 credits.



# FEES STRUCTURE

TUITION FEES, REFUND POLICIES AND  
SCHOLARSHIPS AND FINANCIAL AIDS

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## TUITION FEES

Billing is done by semester. Students taking between 12-18 credits are considered full-time and pay the full semester fees. Students taking less than 12 credits or greater than 18 credits are charged per credit rate. Internships and Student Teaching Practice courses are charged at a different rate than other courses.

A Science charge per course will be applied for every 200-level or higher science course taken by students who are not from the PharmD or Biotechnology (Hons) programs.

All tuition and other fees must be paid by the date specified by the University otherwise business holds will be placed on the student till the dues are clear. A business hold prevents the student from registering courses. A fine will be charged for fees paid after the stated deadline.

# REFUND POLICY

Tuition and other fees once paid are not refundable except in very unusual circumstances.

No refund will be given for those who drop to part-time status.

**Full Refund:** Withdrawing before the start of the semester or up to the 7th day of convening of classes.

**50% Refund:** Withdrawing from the 8th to the 15th day of convening of classes.

**0% Refund:** Withdrawing from 16th day of convening of classes or later.



# FINANCIAL AID AND SCHOLARSHIP

## MERIT BASED SCHOLARSHIP

A maximum of 70% fee waiver is awarded to students at the time of their admission who obtain a minimum of 70 T-score on the entry test.

For the scholarship, the applicant must:

- Maintain a CGPA of at least 3.00 and enroll as a full time student in each regular semester,
- Ensure that no disciplinary action is taken against them during their academic stay at the University.

## NEED BASED FINANCIAL AID

Students can apply by completing the financial aid form and attaching the required documents.

For the financial aid, the applicant must:

- Maintain a CGPA of at least 2.00 and enroll as a full time student in each regular semester,
- Ensure that no disciplinary action is taken against them during their academic stay at the University.





# ACADEMIC POLICIES AND PROCEDURES

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# GENERAL POLICIES

Students have to maintain a minimum of 67% **attendance**, but instructors may set a higher requirement. If a student fails to maintain their attendance, they will not be allowed to take the final exam.

A student must maintain the following to be in **good academic standing**:

- If the student has 0-35 credits, then a minimum CGPA of 1.50,
- If the student has 36-64 credits, then a minimum CGPA of 1.75,
- If the student has 65 or more credits, then a minimum CGPA of 2.00.

Students must **declare their major** by the end of their fourth semester.



# ACADEMIC DISMISSAL AND READMISSION

Students who do not have a good academic standing will be placed on academic probation, suspended on probation, or dismissed from the University depending on the situation. The designation “Academic Probation” will appear on the student’s transcript and they must:

- Not take more than 5 courses,
- Attend all class meetings of every course in which they are enrolled,
- Schedule meetings with an academic Advisor at least once every two weeks,
- Visit Academic Advising Center regularly to discuss academic plan and progress,
- Adhere to any other provisions established by the Academic Review Committee,
- Not participate in any co-curricular or extracurricular activities.

Any student who fails to observe these conditions may be dismissed from the University. The Committee may drop a student whose academic performance continuously falls below expected minimums and who is on probation for more than one semester. In such a case, a student may request readmission to continue their studies after a full regular semester.

Probationary status remains in effect until the student’s reaches good Academic standing.



# ACADEMIC ADVISING

All students are assigned to a faculty member who serve as their academic advisor. The advisor helps the student in selecting courses and discussing the student's career planning and growth. Once the student selects a major, they are assigned an advisor from that department.

Students must meet with their advisor at least once each semester to review their academic progress.

The Academic Advising Center is available to all students requiring assistance. It is located in the Ahmad Saeed Administration Building (room 126) and is open from 10:00 am to 4:00 pm Monday through Friday.



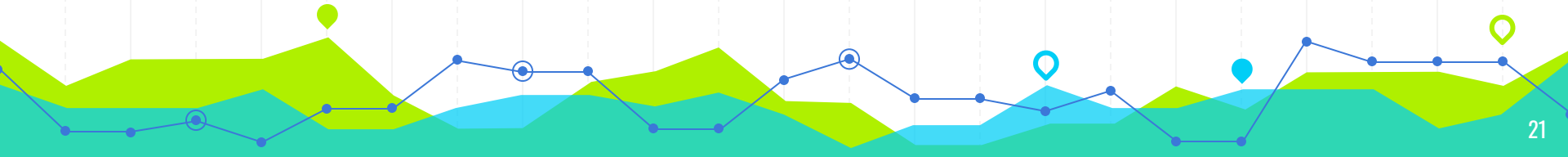
## CHANGE OF PROGRAM

Students are allowed to change their degree program only if their merit at the time of admission was higher than the merit of their desired program.

A student's request will be reviewed by the department chairperson of the program and the academic dean of the program.

If a student is allowed to change their program, they must forward a copy of their approval to the accounts office to change the fee structure. After the fee structure has been changed, the form will be forwarded to the Academic Services Office to change the program. Finally, the student's adviser and major will be changed by the Academic Advising Center.

If the student has been denied, they are not permitted to obtain new admission into the desired program.



## INDEPENDENT STUDY

Credit may be earned through independent study by advanced students who exhibit both the self-discipline and mastery of the methods demanded by the subject matter selected by the student. An independent study project is designed by a student in consultation with the Professor who is to supervise and evaluate the work. An academic contract, made in advance, specifies the subject and method of inquiry, the texts, the purpose of the project, and the basis of evaluation and credit.

Each contract approved by the respective Dean of Faculty and Chairperson should be deposited in the Academic Services Office for registration and record keeping. Independent study forms are available online.

FCCU recognizes that many experiences outside the classroom may contribute to a student's program. Internships, participation in community projects, and field experience may be accorded credit if closely coordinated with the student's academic program. Such experience ordinarily constitutes a part of a regular course or independent study project.

# COURSE REGISTRATION POLICIES

A student must study in the correct section to earn a grade. Switching sections unofficially is not allowed. An NS will be given to students who have officially registered for one section and then switched to another.

**Overloading Courses:** Students can request a credit overload from the Academic Advising Centre if their CGPA is 3.00 or above. Senior students (90 completed credits) with lower CGPA can also be allowed to take an overload if they require the course to graduate on time.

**Seat Exception:** If the seats become full for a course that a student wants to study, they can apply for seat exception. It will be approved or rejected by the instructor of that course.

**Prerequisite Waivers:** if a student wants to study a course and its prerequisite together, they can petition the instructor for a waiver.

# CANCELLATION OF COURSES

After the close of add/drop period, classes with low enrollment are likely to be closed, especially lower level elective courses.

For SPRING and FALL, low enrollment is 5 students for 300/400 level courses and 10 for 100/200 level courses.

For SUMMER and WINTER, low enrollment is 10 students.

The Chairperson can make the decision to continue with such course provided there is appropriate justification to do so.

If a registered course has been cancelled, students of that course can visit the Academic Office to arrange a satisfactory substitute within 4 days of add/drop closure.





# COURSE WITHDRAWAL

Students are allowed to withdraw from a course until the end of the tenth week of the regular semester. Students who withdraw from a course by the withdrawal deadline will receive a grade of W by the instructor.

If a student does not officially drop a course or withdraws from a course after the deadline, they will receive a grade earned or F or NS. In circumstances where Academic Policy has been breached or disciplinary action taken, the Vice Rector's Office may award an AW (Administrative withdrawal) to a student and withdraw the grade given for the applicable course.

In extreme circumstances beyond the student's control, such as illness, accident or death of a parent, permission will be granted to withdraw after the withdrawal deadline.

Students must pay fees for withdrawn courses.

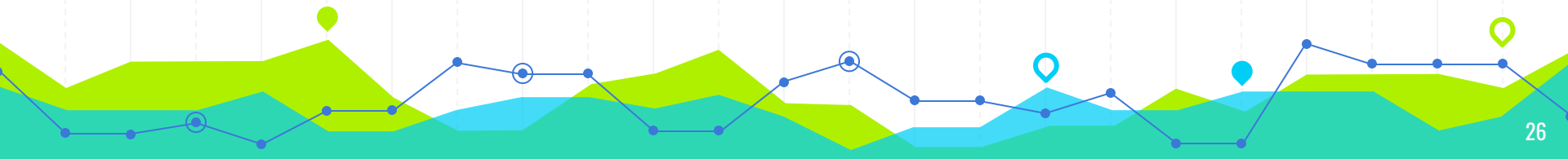


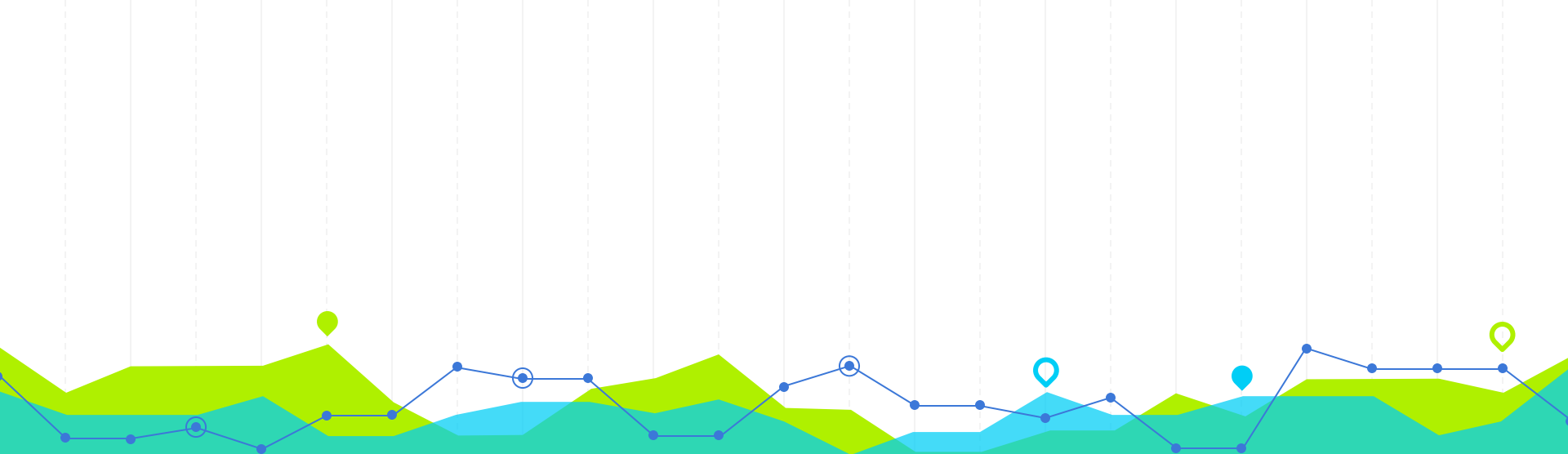
# UNIVERSITY WITHDRAWAL

University Withdrawal is defined as leaving the university permanently. If a student decides to leave the university, they must:

- Receive clearance from the library, computer lab, chief proctor, accounts office and science laboratories,
- The university ID card must be returned to the Accounts Office,
- On receiving the approved form with all clearances, the Academic Services Office will issue a Letter of Release,
- The student must submit a copy of the Letter of Release to the Accounts office to collect his/her security deposit.

If a student quits and fails to inform the university about the decision to discontinue at the university, they will receive failing grades for all courses. If the student does not cancel their registration prior to the drop deadline, they will be held financially responsible for applicable tuition fees.





# AWARDS AND MEDALS

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# AWARDS

**The Vice Rector's List** is published following the Fall Semester and the Spring Semester and includes names of students who completed at least four courses with a GPA of 3.75 or better.

FCCU awards diploma with **Latin Honors** to qualified students in each graduating class. The criteria and designation for graduation with Latin Honors are:

- Summa Cum Laude (Highest Honors): 3.90 or above CGPA
- Magna Cum Laude (High Honors): 3.70 - 3.89 CGPA
- Cum Laude (Honors): 3.50 - 3.69 CGPA

**Scholar Athlete Trophy** is awarded to students who fulfill the following criteria: senior standing, CGPA above 3.00, participated in a minimum of nine intervarsity competitions, won first or second place in a minimum of three competitions, won intramurals, won a position in at least two events at the Annual Sports Gala for two years, consistently displays sportsmanship and clear of any disciplinary actions.

## FACULTY WISE MEDALS

**Prof E.J. Sinclair:** Highest CGPA amongst the graduating class.

**Prof MS Bhatti:** Highest CGPA amongst the the Faculty of Humanities.

**Sir Mian M Shafi:** Highest CGPA amongst the Faculty of Social Sciences.

**Sir Shaikh Abdul Qadir:** Highest CGPA amongst the candidates in the Faculty of Education.

**Swami Ram Teerth:** Highest CGPA amongst the Faculty of Computer and Mathematical Sciences.

**Dr. J.H. Orbison:** Highest CGPA amongst the the Faculty of Natural Sciences.

**Khan Bahadur Muhammad Sanaullah:** Highest CGPA amongst the Faculty of Business and Management.

**Sarfraz Begum:** Highest CGPA amongst the Faculty of Life Sciences.



## DEGREE WISE MEDALS

**Professors':** Students with the top three CGPAs amongst the Bachelor of Science Business (Honors).

**Unilever:** Highest CGPA amongst specialization in Marketing and Sales.

**Shezan:** Highest CGPA amongst specialization in Operations Management.

**Askari Investment:** Highest CGPA amongst specialization in Accounting and Finance.

**Justice Rao Muhammad Naeem Hashim Khan Gold Medal:** Highest CGPA amongst specialization in Human Resource Management

**Chaudhry Ahmed Saeed:** Highest CGPA amongst the Bachelor of Science (Honors) Biotechnology.



## DEPARTMENTAL MEDALS

**Dr. C.M. Hussain:** Highest CGPA amongst the the Department of Mathematics

**Dr. Peter H Armacost:** Highest CGPA amongst the Department of Psychology.

**Dr. Robert F Tebbe:** Highest CGPA amongst the the Department of Chemistry.

**Aziz and Shaheen Haque:** Highest CGPA amongst the Department of Geography.

**Dr Myron Miller:** Highest CGPA amongst the Department of Philosophy.

**Dr. E.D. Lucas:** Highest CGPA amongst the Department of Economics.

**Dr. Henrick John Malik Gold Medal:** Highest CGPA amongst the Department of Statistics.



## CO CURRICULAR AND EXTRACURRICULAR MEDALS

**Co-Curricular Roll of Honor** is awarded to the students who demonstrate outstanding performance in a specified category of co-curricular activity on the recommendation of the Societies' Board.

**Co-Curricular Certificate of Merit** is awarded to the students who demonstrate excellent performance in a specified category of co-curricular activity on the recommendation of the Societies' Board.

**Shanky Lal Sheets Sports Medal and College Color** is awarded to the students who demonstrate outstanding performance in a specified category of a sports activity on the recommendation of the Societies' Board.





# RESOURCES AND SERVICES OFFERED BY FCCU

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# DIGITAL RESOURCES

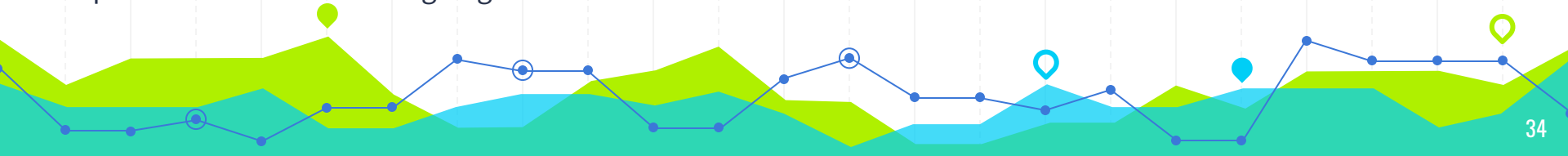
**Google Account:** A student's google account provides access to a number of services such as google drive (unlimited cloud storage).

**Microsoft Account:** All students are given access to a number of microsoft services, such as one drive.

**JSTOR:** Connecting to FCCU's wifi allows students to access JSTOR which is a huge digital library.

**Ewing Library:** FCCU's library allows students to access multiple databases such as HEC library. Students can request soft copies for paid articles and books from the library as well for free.

**Computer Labs:** The computer labs in S block are open till 9pm and students can use the computers provided there is no class going on at that time.



# CONTACT INFORMATION

## Vice Rector's Office

- Dr. Douglas Trimble (Vice Rector for Academic Affairs): [vicerektor@fccollege.edu.pk](mailto:vicerektor@fccollege.edu.pk)
- Dr. Sufian Aslam (Associate Vice Rector for Academic Affairs): [vicerektoroffice@fccollege.edu.pk](mailto:vicerektoroffice@fccollege.edu.pk)
- Dr. Gloria Calib (Associate Vice Rector for Academic Affairs): [glorialcalib@fccollege.edu.pk](mailto:glorialcalib@fccollege.edu.pk)

## Academic Services Office

- Rohail Shahzad (Head of Academic Services Office): [academicoffice@fccollege.edu.pk](mailto:academicoffice@fccollege.edu.pk)

## Academic Advising Office

- Dr. Anam Muzamil (Head of Academic Advising): [anammuzamill@fccollege.edu.pk](mailto:anammuzamill@fccollege.edu.pk)
- Atiq-ur-Rehman (Head of Faculty Advising): [atigrehman@fccollege.edu.pk](mailto:atigrehman@fccollege.edu.pk)

## Accounts Office

- Furqan Seith Mall (Chief Financial Officer): [furqanseith@fccollege.edu.pk](mailto:furqanseith@fccollege.edu.pk)
- Muhammad Ahmad Awan (Senior Manager Accounts and Finance): [fccaccounts@fccollege.edu.pk](mailto:fccaccounts@fccollege.edu.pk)

# CONTACT INFORMATION

## Admissions Office

- Suleman Khairullah (Head of Admissions): [admissions@fccollege.edu.pk](mailto:admissions@fccollege.edu.pk)

## Student Services Office

- Shawna Person (Chief Student Services Officer)
- Campus Counseling Center: [ccc@fccollege.edu.pk](mailto:ccc@fccollege.edu.pk)

## Mercy Health Center

- Teresa Lynn Din (Head of Health Services): [health@fccollege.edu.pk](mailto:health@fccollege.edu.pk)

## Career Services Office

- Adnan Ilyas (Head of Career Services): [cso@fccollege.edu.pk](mailto:cso@fccollege.edu.pk)

## Controller of Examinations

- Dr. Mian Wajahat Hussain (Controller of Examinations): [coe@fccollege.edu.pk](mailto:coe@fccollege.edu.pk)

# CONTACT INFORMATION

## Ewing Memorial Library

- Furrukh Shahzad (Chief Librarian): [library@fccollege.edu.pk](mailto:library@fccollege.edu.pk)

## Financial Aid Office

- Kamil Shamshad (Senior Manager Financial Aid): [financialaid@fccollege.edu.pk](mailto:financialaid@fccollege.edu.pk)

## Food and Beverages Office

- Robin Dass (General Manager Food and Beverages): [fbmanager@fccollege.edu.pk](mailto:fbmanager@fccollege.edu.pk)

## Hostels

- Haroon Dawood (Head of Residential Life Department): [hostels@fccollege.edu.pk](mailto:hostels@fccollege.edu.pk)

## International Education Office

- Sylvia De Souza (Senior Manager International Education): [ieo@fccollege.edu.pk](mailto:ieo@fccollege.edu.pk)

# CONTACT INFORMATION

## Office of Communications and Publications

- Michelle Jacob (Head of Communications and Publications): [communications@fccollege.edu.pk](mailto:communications@fccollege.edu.pk)

## Office of the Registrar

- Brig (R) Dr. Nayer Fardows (Registrar): [registrar@fccollege.edu.pk](mailto:registrar@fccollege.edu.pk)

## Quality Enhancement Cell

- Amoon Jawaid Austin (Senior Manager Institutional Research)

## Security Office

- Col (R) Rana Khaqan Mahmood (Chief Safety and Security Officer): [khaqanmahmood@fccollege.edu.pk](mailto:khaqanmahmood@fccollege.edu.pk)

## Events and Reservations

- Hanook Walter (Senior Manager Events Reservations and Facilities): [hanookwalter@fccollege.edu.pk](mailto:hanookwalter@fccollege.edu.pk)

# CONTACT INFORMATION

## Chapel Office

- Dr. Robert K Wetmore (Dean of Chapel): [chapel@fccollege.edu.pk](mailto:chapel@fccollege.edu.pk)

## Proctor's Office

- Flt (R) Abdul Rehman (Chief Proctor)

## Sports Office

- Shoaib Barkat (Sports Office Coordinator): [shoaibbarket@fccollege.edu.pk](mailto:shoaibbarket@fccollege.edu.pk)

# CONTACT INFORMATION

## Deans

- Dr. Kauser Abdulla Malik HI, SI, TI (Dean of Postgraduate Studies/Director ORIC): [kausermalik@fccollege.edu.pk](mailto:kausermalik@fccollege.edu.pk)
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- Dr. Rao Raza Hashim (Dean of Management, Business and Commerce): [razahashim@fccollege.edu.pk](mailto:razahashim@fccollege.edu.pk)



# END OF DETAILS

**GOOD LUCK FOR YOUR  
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AT FCCU**

